

Surround (Sustainability in the Round) Project Reflection Tool

User Guide

Introduction

This guide will walk through how you can use the Surround tool effectively going through each of the pages in the tool. The tool will help users evaluate their projects based on the following four principles:

- 1) Taking **responsibility** for the impact of our actions,
- 2) Developing **respect** for London communities and the environment,
- 3) Managing **resources** effectively and within environmental limits
- 4) Ensuring **results** - achieve social, economic and environmental outcomes

It is important to note that the tool has been developed to help you think about your projects from a sustainability viewpoint and will provide you with a guideline to enhance your thinking, rather than providing a prescriptive and definitive approach to evaluating your project.

The guide will go through each section individually.

Loading the Tool

On loading the tool, you may be presented with an error message asking you if you want to disable or enable macros, you will need to enable macros in order to make full use of the tool.¹

1) Project Details

This page provides an introduction to the tool. If you are intending to save a copy of the tool for future reference you can add the details of the project being evaluated here.

¹ The tool requires macros to work, which means they should be enabled on your workstation. For this you may need to change the security settings. If you are using Excel 2007, go to 'File', 'Excel Options', 'Trust Center', 'Trust Center Settings' and 'Enable all macros'. If you are using earlier versions of Excel, you can go to 'Tools', 'Macro', Under 'Security' select the 'Medium' security level. You may want to revert to your normal setting once you have finished using the tool.

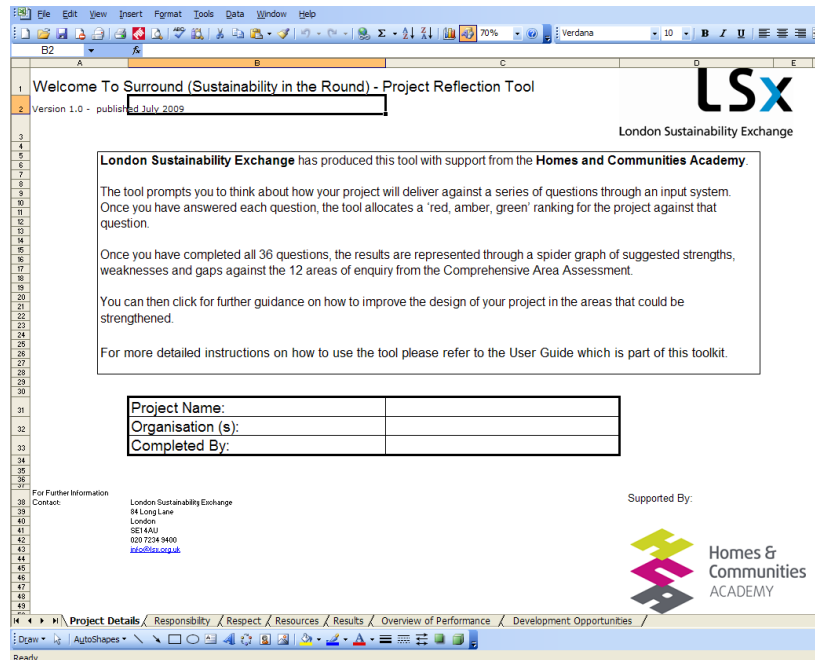


Figure 1: Project Details

2) The Questions

Each principle has one CAA question and some guiding questions. The Guiding Questions help you to think more deeply about the different areas relating to that principle. The Indicators column allows you to select an indicator relating to Basket Indicators.

- Impact** refers to the effect that the indicator has on your performance in this area. This could be positive, negative or neutral.
- Magnitude** refers to the level at which this indicator affects your performance in this area. This could be high, low or moderate.
- Probability** refers to likelihood of this indicator being achieved.
- Significance** refers to overall performance within the above three areas and provides an indicator as to how well you are performing in this area.

CAA Questions	Guiding Questions	Impact	Magnitude	Probability	Significance
How well is adult social care meeting people's needs and choices?	Does this project encourage residents to take up resources and services?	Positive	High	High	Performing Excellently
	Will this project enable people needing care to live actively and independently and have access to services tailored to their needs?	Neutral	High	High	Performing Well
	Will this project support independence for older people through rehabilitation / intermediate care?	Positive	High	High	Performing Excellently
How well are families supported?	Will this project empower families to improve child welfare?	Negative	Low	High	Performing Poorly
	Does this project provide a high level of services for children and young people?	Negative	High	High	Performing Poorly
	Does this project improve the life chances of children and young people?	Negative	High	High	Performing Poorly
How strong and cohesive are local communities?	Does this project empower members to be part of and responsible for their community?	Negative	Moderate	Medium	Performing Poorly
	Does this project engage with diverse members of the community?	Negative	High	High	Performing Poorly
	Does this project encourage people to share good practice across the community?	Negative	High	Low	Performing Poorly

Figure 2: Responsibility

3) Overview of Performance

The 'Overview of Performance' sheet allows you to see on a radar graph what your overall results are for the indicators, based on the answers that you provided in the previous pages. Based on those results, you can determine whether you are performing well in the areas and if not how you can perform better. There are buttons to help you do this:

- The 'Ideas for Improvement' button will direct you to a web page which will give you information on how you can perform better in your worst performing area.
- The buttons on the radar graph will tell you if you are performing well in this area or direct you to a web page which will give you information on how you can improve your performance.

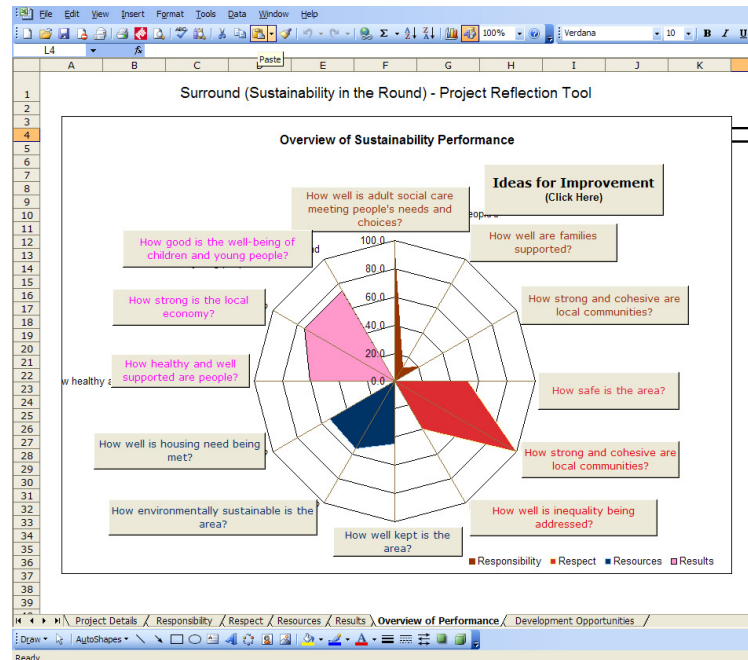


Figure 3: Overview of Performance

4) Development Opportunities

This page allows you to gain a snapshot of your performance level in each of the areas. The page is also useful if you want to refer back to the development web pages at a later time. Again, if you are performing well in the areas, then you will be advised of this. However, you will be able to view the web pages relating to all of the areas, so you can refer back to them at another time. Please note it is not essential to use or refer to this page in order to make effective use of the tool.

Surround (Sustainability in the Round) - Project Reflection Tool			
Your Project's Performance and Ideas For Improvement			
This section will allow you to see the areas you are strong in and those in which you can develop. You will be provided with links to our web pages which will give you more information on the areas and what other boroughs have done in this area.			
Principle	Your Performance	Webpages for reference	Your project could be delivering against these indicators
1) Social care meeting people's needs and choices	Well done, you are performing well in this area, we hope you continue to progress	Social Care Meeting People's Needs and Choices	NI 116 - Young People's Participation in Positive Activities; NI 125 Achieving independence for older people through rehabilitation/ intermediate care; NI 199 - Children and Young People's Satisfaction with Parks and Play Areas; NI 63 Stability of placements of looked after children; length of placement; NI 80 Achievement of a Level 3 Qualification by the age of 19; NI 100 Young people from low income backgrounds progressing to higher education; NI 117 16 to 18 year olds who are not in education training or employment (NEET); NI 124 People with a long term condition supported to be independent and in control of their condition.
2) Family support	Please refer to our webpage for information on how you can develop in this area	Family Support	NI 2 % of people who feel that they belong to their neighbourhood NI 3 Civic participation in the local area; NI 11 Engagement in the Arts; NI 15 Serious violent crime rate; NI 16 Serious acquisitive crime rate; NI 17 Perceptions of anti-social behaviour; NI 40 Number of drug users recorded as being in effective treatment.
3) Strong and cohesive local communities	Please refer to our webpage for information on how you can develop in this area	Responsibility, Strong and Cohesive Local Communities	NI 1 % of people who believe people from different backgrounds get on well together in their local area; NI 3 Civic Participation in the Local Area; NI 7 Environment for a thriving third sector.
4) Area safety	Please refer to our webpage for information on how you can develop in this area	Area Safety	NI 119 Self-reported measure of people's overall health and well-being; NI 162 Number of entry level qualifications in numeracy achieved; NI 153 Voluntary age people on out of work benefits; NI 191 Residual household waste sent for reuse recycling and composting; NI 192 Percentage of household waste sent for reuse recycling and composting; NI 195 Improved street and environmental cleanliness (levels of litter, debris, graffiti and fly-posting).
5) Strong and cohesive local communities	Well done, you are performing well in this area, we hope you continue to progress	Responsibility, Strong and Cohesive Local Communities	NI 167 Congestion - av. journey time per mile during the morning peak; NI 175 Access to services and facilities by public transport, walking and cycling; NI 197 Improved local biodiversity - active management of local sites; NI 154 Net additional homes provided; NI 155 Number of affordable homes delivered (gross); NI 616 Net of new council homes.
6) How well is inequality being addressed	Please refer to our webpage for information on how you can develop in this area	Inequality Being Addressed	
7) How well area is kept	Please refer to our webpage for information on how you can develop in this area	Well-kept Area	
8) Environmental sustainability	Please refer to our webpage for information on how you can develop in this area	Environmental Sustainability	
9) Housing needs being met	Please refer to our webpage for information on how you can develop in this area	Housing needs being met	
Project Details / Responsibility / Respect / Resources / Results / Overview of Performance / Development Opportunities			

Figure 2: Development Opportunities

Other information

The cells and pages that do not require any input from you have been locked; hence you will be presented with the user message below if you select those cells. This has been done so the integrity of the tool is not compromised.

